



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-4000

PERSONNEL AND
READINESS

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Review of Foreign National Program Policies/Request for Information

This office is undertaking a worldwide review of the Department's foreign national human resources programs in order to determine how well current law and Department of Defense regulatory guidance serve component activities that manage a foreign national workforce. The first step in this process will be a thorough review of foreign national personnel programs in each country where we employ a local national workforce.

In order to accomplish this, we ask for your cooperation in gathering up-to-date information on all foreign national employment systems worldwide. Attached at Tab A is the information we are requesting that the appropriate Combatant Commands gather and compile from all service activities in each country where DoD employs foreign nationals. Having this data will enable the office of Civilian Personnel Policy (CPP) to assess the current status of foreign national programs worldwide and will focus our program review efforts. This process will also enable CPP to identify those personnel responsible for foreign national program administration and management within the various countries where we operate. We ask that the requested data be provided to our office no later than February 15, 2009.

As part of the review process we plan to visit select Combatant Commands, overseas Component commands, and major employment locations of foreign national employees. In addition, we plan to hold a worldwide conference to bring together program experts, gather information, address key issues in working group discussions, and consider the need for updating current policy on foreign national programs. We will hold the conference in April 2009 and will appreciate your assistance in making appropriate personnel available to attend.



My point of contact for the entire review process is our newly hired Director of International Personnel Programs, Mr. Ryan New. He can be reached at (703) 693-0085, ryan.new@osd.mil. We are looking forward to your active participation in this effort.



Patricia S. Bradshaw
Deputy Under Secretary
Civilian Personnel Policy

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cc:

Assistant G-1 for Civilian Personnel Policy, Department of the Army
Deputy Assistant Secretary, Office of Civilian Human Resources,
Department of the Navy
Director, Personnel Policy, Department of the Air Force
Director for Manpower and Personnel (J-1), Joint Chiefs of Staff
Director for Personnel and Security, Washington Headquarters Services
DASD Policy Planning

TAB A

Foreign National Program Information
Country: _____

1. Workforce statistics.
 - a. Total workforce size:
 - b. White collar:
 - c. Blue collar:
 - d. Other (retail or other designation---please specify):
 - e. Number paid from appropriated funds:
 - f. Number paid from non-appropriated funds:
 - g. Number of full-time employees:
 - h. Number of part-time employees:
2. Work year labor costs.
 - a. Base pay and total compensation:
 - b. Other pay elements such as bonuses and allowances (please specify)
 - c. Other benefits such as worker transportation, meals, work clothing, etc.
 - d. Employer contributions
 1. Health insurance
 2. Unemployment insurance
 3. Social security
 4. Pension scheme
 5. Others (please specify)
3. Classification system and pay schedules
 - a. Basis for classification system (i.e. U.S./GS system or prevailing host nation practice)
 - b. Categories covered and number of grade levels
 - c. Number and structure of pay schedules
4. Workforce age.
 - a. # under age 21
 - b. # age 21-30
 - c. # age 31-40
 - d. # age 41-50
 - e. # age 51-60
 - f. # above 60
4. Workforce length of service.
 - a. # with less than 10 years service
 - b. # with 10-20 years service
 - c. # with 21-30 years service
 - d. # with 31-40 years service
 - e. # with more than 40 years service

Note: The following information was solicited when CPP hosted a foreign national conference in 2006. As much of the below information has probably not changed, we are requesting a response to the data elements in this section only if there have been changes in the past two years.

5. System information

- a. Direct or indirect hire, or elements of both? Describe:
 - b. Who is the legal employer? If not the U.S., who?
 - c. What is the underlying agreement? Provide copy.
 - d. Are there subsidiary agreements affecting program? Provide copies of all.
 - e. Describe how pay is set:
 - f. Describe how other conditions of employment are set, modified:
 - g. Has a joint committee been established?
 1. If so, list members by position
 - h. Who is management's counterpart: union, host nation, other, none?
 - i. Does the workforce have the right to strike?
 1. If so, under what conditions?
 2. How do we meet mission requirements during strike?
 - j. Does the host nation contribute to labor costs?
 1. If so, what for does it take: direct, indirect, current, future?
 - k. How does host nation labor law apply?
 1. Exactly the same as private sector, public sector?
 2. Modified: exceptions for US Forces? Any recognition of special military needs?
 3. Rules regarding separation and/or reduction-in-force
 4. Procedures for host nation labor court review, if applicable
 - l. What are severance pay arrangements?
 1. Specify cost on a per capita basis:
 - m. Describe management authorities/flexibilities
 1. In assigning work
 2. Modifying jobs
 3. Modifying work schedules
 4. Reacting to changing conditions
 - n. Can local national employees be designated emergency-essential?
 1. Can local national employees be deployed to other locations? Out of country?
 2. Can they be given nuclear, biological, chemical equipment and training, anthrax or other shots?
 3. What are the rules for using LN employees in emergencies and crisis situations, within and outside country of residence?
6. Other sources utilized to satisfy local labor requirements, i.e. contractor work forces? If yes,

- a. Size of contractor work force
- b. Area of utilization
- c. U.S. Forces (Personnel Community) direct/indirect involvement with respect to contractor labor issues?